

**CIA RECORDS MANAGEMENT BOARD**

17 JAN 1969

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : CIA Records Management Board  
Quarterly Report

1. This memorandum is for information only.
2. During the last quarter of 1968, the CIA Records Management Board reviewed several paperwork problems but concentrated on the Agency's most urgent records problem -- the storage of retired records. As directed, all components are re-examining their holdings at the Agency Records Center in an effort to reduce the volume on hand. Progress reports from each Directorate and the DCI Area are attached as TAB A. These reports indicate that the permanent removal of 6,438 cubic feet of records from the Center has been authorized during the past quarter. A breakdown of these reported dispositions are as follows: DDI 3,746; DDP 740; DDS 1,156; DDS&T 764; and the DCI Area 32. The cumulative total from July through December is 8,737 cubic feet.
3. The Board feels the component reports do not yet provide an adequate base to reliably determine trends or to estimate volume reductions expected from the Purge. A large volume of records remains to be reviewed and these reviews will continue for several months. During the next quarter the Board will analyze and try to anticipate the eventual results of the Purge and hopes to be able to determine how much longer the emphasis should remain on this disposal phase of the storage problem. Even though normal purging will continue indefinitely, the Agency must eventually concentrate its major effort on other alternatives.
4. The Directorates also report on related activities stimulated by the Purge which will impact favorably on the space problem. More thorough screening of records prior to their retirement has reduced the volume of some deposits. Scheduled retention periods have been reduced.

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Surveys are being conducted to eliminate or consolidate files and to establish "Office of Record" responsibility. Feasibility studies are underway in each Directorate concerning the conversion of certain hardcopy files to microforms. For the above and other causes, deposits to the Records Center this past six months were 1,358 cubic feet lower than the same period last year.

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5. The Records Management Board has issued guidance to Records Officers and Historians across the Agency on the identification and retention of historical and legally required records. The National Archives has been formally requested to rule on the suitability of microfilm storage (vice hardcopy) for records requiring permanent retention; their response explains that a new Federal Regulation covering this question will be published by March 1969. Last October, 87 Records Officers met at [REDACTED] for two days to study various microminiaturization techniques and to identify possible applications of miniaturized records storage and retrieval.

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6. The initial task assigned the Board was to administer the Records Purge. As the Purge is progressing satisfactorily, the Board has begun to study long-term solutions to meet the future requirements of Agency records. Alternative plans for their storage that are currently under consideration are: massive microfilming programs that will permit us to remain at [REDACTED] GSA Records Centers with or without some microfilming; use of [REDACTED] facilities; and the expansion of [REDACTED]. The installation of space savings equipment and other techniques are being studied. During the coming quarter the Board shall analyze the several options available for records storage and will undertake to provide appropriate recommendations for Agency action.

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Chairman,  
CIA Records Management Board

Attachments:

As stated

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